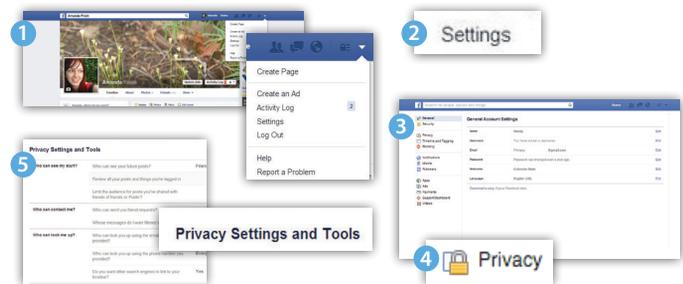


## One More Facebook Mistake: Not Keeping Up With Privacy Settings

One way to ensure you're sharing the way you want to on Facebook is to know whom you're sharing with. Facebook has been notoriously challenging in this regard, with a history of users wanting more privacy, more options for privacy, or more clarification about how privacy works. Facebook has relented bit by bit and privacy options have recently changed again. It's smart to check your privacy settings every six months or so. Here's how to set them now:

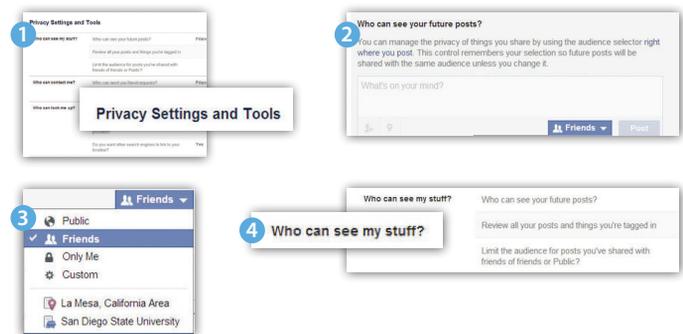
### Locate Privacy Settings

1. On your Facebook home page, click the down arrow on the top-right part of the screen.
2. From the menu, choose Settings.
3. You will be brought to a page titled General Account Settings.
4. In the left column, click Privacy.
5. You will be brought to a page titled Privacy Settings and Tools.



### Adjust "Who Can See My Stuff"

1. On the Privacy Settings and Tools page, under "Who Can See My Stuff," next to "Who can see your future posts," click Edit.
2. You will see an image that looks like the status update box. Click the down arrow at the bottom of this image.
3. Select who you want to be the default audience for your posts (remember, you can change this each time you post). Then click Close.
4. Click the other links in this section and follow the instructions to adjust past posts.



### Adjust "Who Can Contact Me"

1. On the Privacy Settings and Tools page, under "Who can contact me," next to "Who can send you friend requests," click Edit.
2. Click the down arrow. Select who you want to be able to send you friend requests: Everyone or Friends of Friends. Then click Close.
3. Click the other link in this section and follow the instructions to adjust what messages you want to see in your inbox.



### Adjust "Who Can Look Me Up"

1. On the Privacy Settings and Tools page, under "Who can look me up," next to "Who can look you up using the email address you provided," click Edit.
2. Click the down arrow. Select who you want to be able to look you up: Everyone, Friends of Friends, or Friends. Then click Close.
3. Click the other links in this section and follow the instructions to adjust how people can find you in other ways.

